

MILPERSMAN 1910-404

NOTICE OF ADMINISTRATIVE BOARD PROCEDURE

| | | | | |
|-----------------------|---------------------------|--------|-----|----------------|
| Responsible Office | NAVPERSCOM (PERS-4832) | Phone: | DSN | 882-4433 |
| | | | COM | (901) 874-4433 |
| | | | FAX | 882-2624 |

1. **Notice.** The processing command will retain a signed copy pending receipt of member's response. When the member responds, the command will maintain the original for the administrative separation (ADSEP) package. The member will be given a completed, signed copy. If additional space is required, list reasons, etc., on a separate page and attach.

2. **Form.** NAVPERS 1910/31 (Rev. 09-01), Administrative Separation Processing Notice - Administrative Board Procedure is the only authorized form to be used for making notification. The form may be accessed by clicking on the link above, then completed on screen and printed.